

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1229

TITLE: RETIREMENT COUNSELOR

GRADE: S-19

DEFINITION:

Under general supervision, to perform administrative work in counseling employees on the benefits and procedures inherent in the Fairfax County Supplemental Retirement System, the Fairfax County Police Retirement System, and/or the Fairfax County Uniformed Retirement System; and to do related work as required.

TYPICAL TASKS:

Counsels active and retired Fairfax County and School System employees and survivors as to retirement benefits and procedures, and Federal and State tax regulations;
Calculates retirement benefits for regular, service-connected disability, ordinary disability, vested or early retirees;
Prepares the retiree payroll, verifying that all retirees receive the proper monthly gross payment and deductions and submits related vouchers, transfers and reports;
Establishes and utilizes automated spreadsheets to track and balance retirees' life and health insurance and to maintain detailed records on County subsidy payments;
Balances active and retired employee contribution and Federal tax withholding records;
Processes refund requests;
Responds to requests from the Retirement Boards of Trustees and various County agencies for information and special reports;
Prepares re-evaluation material including scheduling of medical examinations for retirees on ordinary and service-connected disability for the monthly Retirement Board of Trustees meetings;
Computes costs for repurchase of prior service;
Implements annual cost of living increases for retiree and disability benefits, hospitalization and life insurance premium changes;
Conducts or participates in retirement seminars;
Responds to auditor requests;
Supervises clerical and paraprofessional staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current legal trends and requirements affecting retirement administration;
Familiarity with worker's compensation and its implications for service-connected disability retirees;
Knowledge of, and ability to utilize, PC spreadsheet applications;
Ability to interpret and explain policies, ordinances and regulations;
Ability to analyze problems and make sound recommendations;
Ability to speak and write effectively;
Ability to plan and supervise the work of lower level staff;

CLASS CODE: 1229

TITLE: RETIREMENT COUNSELOR

GRADE: S-19

Page 2

Ability to establish and maintain effective working relationships with County staff and the general public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration, personnel administration, or a related field.

REGRADED: July 10, 2004

ESTABLISHED: October 30, 1989

06780